

**HIGHLAND RIM ECONOMIC CORPORATION,
HEAD START PROGRAM
WRITTEN PLAN
PROGRAM YEAR 2009-2010
TRANSPORTATION**

OBJECTIVE #1: To ensure that children and families are provided transportation services.

JUSTIFICATION AND APPROACH

Following Performance Standards 1310.10(a)-(d); 1310.11; 1310.12(a)-(c);1310.15(a)-(d)

Agency must assist families with transportation in order for the children to attend the program.

Agency will ensure compliance of regulations with other organizations.

Agency will ensure that school buses transporting children are equipped with emergency equipment.

Agency will ensure that school buses transporting children meet the Federal Motor Vehicle Safety Systems (FMVSS), and are equipped with child restraints.

Agency must ensure all vehicles involved in all accidents are reported in accordance to state requirements.

Agency will ensure children are only released to parent, legal guardian or person authorized to receive said child..

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TASKS	DATE BEGAN	COMPLETION DATE	PERSON RESPONSIBLE
Must provide reasonable assistance to the families of such children to arrange transportation to and from it's activities.	July	June	Marketing Manager
Must ensure each vehicle has two-way communication system on the buses.	July	June	Marketing Manager Bus Driver Education Staff
Must ensure each vehicle has a fire extinguisher and a sign indicating its location.	July	June	Bus Driver Marketing Manager Education Staff
Must ensure each vehicle has a first aid kit and a sign indicating its location.	July	June	Bus Driver Marketing Manager Education Staff
Must ensure each vehicle has a seat belt cutter and a sign indicating its location.	July	June	Bus Driver Marketing Manager
Must ensure all children will be in child restraint systems.	July	June	Bus Driver Education Staff Marketing Manager
Must ensure buses are equipped with hold-a-rope for emergency evacuation.	July	June	Marketing Manager Bus Driver Education Staff
Must ensure a spill kit is on the bus at all times.	July	June	Bus Driver Education Staff Marketing Manager
Must ensure each child and staff member at that center has an emergency card on the bus at all times, and located in the designated notebook aboard the bus.	July	June	Bus Driver Education Staff Marketing Manager

TASKS	DATE BEGAN	COMPLETION DATE	PERSON RESPONSIBLE
Must ensure all buses are equipped with height/weight appropriate child restraint systems (by Jan. 1, 2004).	July	June	Marketing Manager Bus Driver Director
Baggage and other items transported in the passenger compartment are properly stored and secured.	July	June	Bus Driver Education Staff Marketing Manager
Must ensure all school buses are equipped with reverse beepers.	July	June	Bus Driver Marketing Manager
Must ensure children are only released to parent/guardian or written permission by parent/guardian is obtained	July	June	Education Staff Bus Driver/Monitor Marketing Manager
Each agency must ensure that all bus accidents are reported in accordance with applicable state requirements.	July	June	Education Staff Bus Driver Monitors Marketing Manager
Occupants must be seated and wearing height/weight appropriate safety restraints while vehicle is moving.	July	June	Education Staff Bus Driver/Monitor Marketing Manager
Must ensure preventative maintenance such as oil changes and lubes are conducted every 3,000 miles.	July	June	Education Staff Bus Driver Marketing Manager
Must ensure preventative maintenance records are completed on each vehicle by the mechanic and placed in the vehicles repair log.	July	June	Education Staff Bus Driver Marketing Manager

Revised 11/04/08

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OBJECTIVE #2: To ensure all school buses transporting children are in safe operating condition at all times.

JUSTIFICATION AND APPROACH

Following Performance Standards 1310.13(a)-(c); 1310.14; 1310.15(a)-(d)

Each agency providing transportation must ensure vehicles used are maintained and are in safe operating condition.

Each agency providing transportation services must ensure the correct specifications for school buses. The procedure for examining the bus upon delivery will be followed.

Each agency providing transportation services must ensure a safety inspection of each vehicle is conducted on an annual basis through an inspection program licensed or operated by the state.

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OBJECTIVE #2: To ensure that all school buses transporting children are in safe operating condition at all times.

TASKS	DATE BEGAN	COMPLETION DATE	PERSON RESPONSIBLE
Ensure monthly bus evacuations drills are conducted and sent to the Marketing Manager.	July	June	Education Staff Marketing Manager Bus Driver
Must ensure the bus logs are completed daily and someone other than the Bus Driver is checking the vehicle to ensure no child is left onboard.	July	June	Marketing Manager Bus Driver Education Staff
Must ensure vehicle is equipped with proof of registration and insurance at all times.	July	June	Marketing Manager Education Staff Bus Driver
Ensure maintenance reports are completed and sent to the office.	July	June	Bus Driver Marketing Manager Education Staff
Ensure a pre-trip and post-trip inspection is performed prior to and after operating the bus on each route.	July	June	Bus Driver Education Staff Marketing Manager
Ensure bus is kept clean at all times.	July	June	Bus Driver Education Staff
Must ensure that windows, mirrors and lights are kept clean at all times.	July	June	Bus Driver Education Staff
Ensure a safety inspection of each vehicle is conducted on an annual basis through an inspection program licensed or operated by the state	July	June	Marketing Manager Director
Must ensure a prescribed procedure for examining such vehicles at time of delivery to ensure compliance with FMVSS is included.	July	June	Director Marketing Manager

TASKS	DATE BEGAN	COMPLETION DATE	PERSON RESPONSIBLE
Must ensure aisles remain clear and the doors and emergency exits remain unobstructed at all times.	July	June	Bus Driver Education Staff Marketing Manager
Agency providing transportation services will ensure bids and a procedure for delivery according to specifications requested.	July	June	Director Marketing Manager
Must ensure special seating requirements by assigning seats and posting it on the bus with seating chart.	July	June	Bus Driver Education Staff Marketing Manager
Must explore options of participating in public or private transportation system in the county.	July	June	Marketing Manager Director
Make every effort to identify other human service agencies providing transportation.	July	June	Marketing Manager Director
Must ensure there are bus monitors onboard vehicles used at all times(effective 2004). Monitors must be 18 and have a High School diploma	July	June	Marketing Manager Director Education Staff
Agency must identify the true cost of providing transportation.	July	June	Marketing Manager Director of Finance Director

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OBJECTIVE #3: To ensure the agency has qualified drivers.

JUSTIFICATION AND APPROACH

Following Performance Standards 1310.16(a)-(c)

The agency will conduct background checks on each employee who works with their agency

The employee will obtain a commercial driver's license and meet the physical and mental requirements as stated in the performance standards.

The agency will ensure each staff member has a yearly physical on file.

The agency must ensure each staff member is fingerprinted in accordance with state regulations.

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OBJECTIVE #3: To ensure the agency has qualified drivers.

TASKS	DATE BEGAN	COMPLETION DATE	PERSON RESPONSIBLE
A check of the applicants driving record is conducted with background check through appropriate state agency.	July	June	IT Manager Receptionist
Must have a current Department Of Transportation physical on file.	July	June	Marketing Manager
The employee will obtain a commercial drivers license and meet the physical and mental health requirements as stated in the performance standards.	July	June	Marketing Manager
Must ensure that that a background check is performed prior to employment.	July	June	IT Manager Receptionist
Must ensure random drug and alcohol tests are conducted.	July	June	Marketing Manager Executive Director
Must ensure staff have a yearly physical.	July	June	Marketing Manager
Must ensure all staff have been fingerprinted in accordance with state requirements.	July	June	IT Manager Receptionist

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OBJECTIVE #4: To ensure the children and staff are trained on transportation safety.

JUSTIFICATION AND APPROACH

Following Performance Standards 1310.17(a)-(f); 1304.52(k)(1)(2)(3)(i);1310.20(a)-(b); 1310.21

Head Start will provide training to drivers and monitors within 90 days.

Drivers must receive a combination of classroom instruction and behind the wheel instruction.

Drivers will receive ongoing training to meet requirements as required by the performance standards.

Head Start will ensure that the vehicles used to transport children are operated in a safe manner.

Head Start must provide training that is developmentally appropriate to parents and children.

**HIGHLAND RIM HEAD START PROGRAM
WRITTEN PLAN
PROGRAM YEAR 2009-2010
Transportation**

OBJECTIVE #4: To ensure the children and staff are trained on transportation safety

TASKS	DATE BEGAN	COMPLETION DATE	PERSON RESPONSIBLE
Must ensure annual bus driver evaluations include on-board observation of road performance	July	June	Center Coordinator Marketing Manager Bus Driver Education Staff
Must ensure children, parents, drivers and monitors are trained on child boarding and exiting procedures, restraint systems, paperwork, responses to emergencies, evacuation procedures, child pickup/drop-off and pre/post inspection.	July	June	Marketing Manager Education Staff Bus Driver
Must ensure compliance with the emergency evacuation plan is followed in the event of hazardous weather, natural gas line breaks, or emergency road closings.	July	June	Bus Driver All Managers Education Staff
Must ensure employees attend new staff orientation.	July	June	All Managers Director
Must ensure bus routes are safe.	July	June	Marketing Manager Education Staff Bus Driver
Must ensure children are not in transit for more than 45 minutes to and from school.	July	June	Marketing Manager Bus Driver Education Staff
Must ensure vehicles do not carry more than capacity at anytime.	July	June	Bus Driver Education Staff Marketing Manager
Must ensure vehicles will only back up or make "U" turns when necessary for reasons of safety.	July	June	Bus Driver Education Staff Marketing Manager

TASKS	DATE BEGAN	COMPLETION DATE	PERSON RESPONSIBLE
Stops must be located to minimize traffic disruptions.	July	June	Bus Driver Education Staff Marketing Manager
The required transportation and pedestrian safety education of children and parents has been provided within the first 30 days of the program year and monthly thereafter and clearly marked on the lesson plans.	July	June	Bus Driver Education Staff Marketing Manager
Must ensure if children cross the street they are escorted by a parent or guardian.	July	June	Bus Driver Education Staff
Must handle emergency situations including vehicle evacuation procedures in a professional manner.	July	June	Education Staff Bus Driver Marketing Manager
Must ensure a monitor is on board at all times regardless of the number of children being transported.	July	June	Bus Driver Marketing Manager Education Staff
Must run a fixed route, stopping at all railroad crossings.	July	June	Bus Driver Marketing Manager Education Staff
Must operate the bus in a safe and efficient manner at all times.	July	June	Bus Driver Marketing Manager Education Staff
Children are taught safe riding practices, and documented as required.	July	June	Marketing Manager Education Staff Bus Driver
Must ensure children are taught to recognize the danger zones around a bus and it is documented on lesson plans as Safe Sam Curriculum.	July	June	Education Manager Marketing Manager Education Staff Bus Driver
Must conduct routine maintenance and safety checks of the buses.	July	June	Bus Driver Education Staff Marketing Manager